

763002/80

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

Revised

TITLE: CHIEF CONSTRUCTION INSPECTOR

DEFINITION

Under general direction, to direct, supervise, and review the work of technical subordinates engaged in the inspection of public works contract construction projects; to be responsible for contract administration and performance, field change orders, progress payments and sureties, and final acceptance inspections; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

REPORTS TO:

SUPERVISION RECEIVED AND EXERCISED

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Review plans, and specifications of projects awarded to contractors, assigning projects to subordinate inspectors and assisting in interpreting project plans and specifications.
- Arrange and/or participate in pre-construction conferences with contractors, negotiates and prepare contract change orders within the limits of design and cost restrictions, supervising completion of approved changes.
- Review daily and final inspection reports, preparing progress payment orders.
- Make final acceptance inspections and close all projects, preparing completion notices, final payments and bond release letters.
- Prepare required reports for Federal and State projects.
- Supervise operation of soil laboratory and serve as Radiation Safety officer.
- Serve as resident engineer on federally funded projects.
- Confer with engineering staff on work progress, complaints from property owners and anticipated workloads.
- Assist in budget preparation and administration.
- Select, supervise, train and evaluate technical subordinates.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works construction inspection.
- Methods, materials, equipment and safety hazards of public works construction.
- Applicable codes and regulation governing construction of public works, including knowledge of Division of Industrial and Safety Orders.

- Radiation safety procedures.
- Principles of supervision, training and performance evaluation.

Ability to:

- Understand and interpret engineering plans and specifications.
- Deal firmly and tactfully with contractor, engineers and property owners.
- Communicate clearly and concisely, orally and writing.
- Maintain engineering records.
- Select, supervise, train and evaluate subordinates.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade supplemented by training in the construction inspection of public works

Experience: Five years' experience comparable to that of a construction inspector in the City of Riverside or seven years' experience in a supervisory capacity in the construction and/or inspection of public works construction.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Certificate, as a Registered Construction Inspector (Division 1) as issued by the State of California is desirable.

CAREER ADVANCEMENT OPPORTUNITIES

FROM:

TO: